Application Guide
Arts & Culture Funding Programs

Applicable to all CKCA-managed programs

Columbia Kootenay Cultural Alliance uses an online Grant Management System. This guide will help you navigate the application process and understand the online portal that you will be using to access and submit your applications. Before creating an account, read this document. Using the online system is a multi-step process. Following these steps will allow you to:

- create a profile
- submit grant applications
- receive results for applications
- submit required documents, if funded.

1. **Your account is created the first time you start an online CKCA application.** If you have applied online to CKCA previously, you already have an account.
2. **Each applicant must use only *one* online account with a unique email address**. Each applicant's previous and current applications are saved together in one account.
3. **Organizations should use the organization's main email address.** We recommend that organizations with multiple individuals submitting applications create one shared email account specifically for grant administration.
4. **Note the email and password** used to create your account. Use this same email/password to log in to your account on the grant portal to access your online grant history and applications in progress.
5. **Add mail@grantapplication.com** to your safe senders list to ensure you receive all system communications.
6. **Use only PC- or MAC- supported internet browsers for the application portal** (for example: Microsoft Edge, Chrome or Firefox for Windows or Mac; Safari for Mac).

Application contact information
1. **Individual applicants**
   When making an application, use your legal first and last names. You will be asked to enter this exact same information into more than one field.
2. **Organization applicants**
   When filling in an application for a legally registered organization, *only* use the organization's contact information (email, phone, mailing address) in the fields listed as "organization." Do not use your personal information in these fields. You can use an alternate email address or your personal information in the "request contact" field, as this is a secondary contact field.
3. **Non-registered group applicants**
   Individuals applying on behalf of a non-registered group or organization (i.e. a community-based art group, artist collective or group of musicians) should use their personal account and contact information, as the funding contract will generally be made out in the name of the individual, on behalf of the informal group, for the application in question.

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How to start a new online application
- On the web page for the program you're applying to, click the link "to apply, click here."
- If you have used the CKCA portal before, log in to your online account to access the new application form. You can reset your password using the "forgot password" link. If you are not sure if you have an account, you can also use the "forgot password" link to see if it recognizes your email address.
- If you do not have an existing account, click the "new applicant" link to begin.
- When working on the application, regularly click the "save" button at the bottom of the page before closing, or your work will *not* be saved.
- To come back and work on the application later, click "save" and sign out. You can sign back into your account later to complete your application.
- The application will *not* be submitted to CKCA until you click the "submit" button. When the application is "in progress / draft" form, CKCA cannot access the application. Once submitted, you will receive a confirmation email.

To email a copy of the draft application to yourself or someone else
- Log in to your online portal, select "applications" and "in progress" from the dropdown menu.
- Select "email draft."
- Next to the application you want to share, click the "eye" icon.

To transfer the application to another owner
- Log in to your online portal, select "applications" and "in progress" from the dropdown menu.
- Next to the application you want to transfer, click the "people" icon.

Attachments: limits and formats
- General attachments (not including the Major Project portfolio submission) are allowed to a maximum of 25 MB per application.
- Upload short clips or excerpts and not full performances or lengthy publications; you may instead provide a link to an online location, but they are less likely to be viewed.
- If you have multiple documents (such as letters of support), it is best to combine them into one document to upload.
- When attaching electronic files, only use these compatible file formats: .doc; .docx; .rtf; .pdf; .xls; .jpg; .tiff; .mp3; .mov; .wm; .wma; .wmv). (Note: We cannot open MAC-only compatible files.)

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Budget forms

- You have two choices of budget-form formats to choose from on the website: non-fillable PDF or fillable PDF.
- Ensure you have a recent version of Adobe Acrobat Reader installed.
- **Non-fillable budget:** Print the form and fill it in by hand; scan it and save an electronic copy. (If you have a smartphone or tablet, there are many free/affordable scanning apps available to enable this process.)
- **Fillable budget:** Download the form to your computer. *Do not* fill out the form in the browser: the columns will not total correctly, and you will not be able to save it.
- Once complete, upload the document into the portal. Select the file you would like to upload, and then select the "upload" button so that it attaches to the CKCA Application Portal.
- Projects with unbalanced budgets may not be funded.

How to submit the completed application

- When your application is complete, you *must* click the "submit" button, prior to the deadline.
- Once you submit successfully, you will receive a confirmation email (sent to your online account email), along with a copy of your application.
- If you do not see the email in your inbox, check your "junk" or "promotions" folders.
- If you still do not see the confirmation email, log out and log back in to your online account. If the draft is still "in progress," then resubmit.
- Late applications cannot be accepted, regardless of the reason.

Accessing your existing online applications and reporting

- Once you create an account, you will be able to access your draft applications and to view previously submitted applications.
- Log in to your account at https://www.grantrequest.com/SID_2360/?SA=AM.
- Select "in progress" or "submitted" in the dropdown menu.

Still have questions?

Contact CKCA at 250-352-2421 or email admin@wkartscouncil.com, or book an appointment online at
https://outlook.office365.com/owa/calendar/CKCAFeedbackConsultationCalls@wkartscouncil.com/bookings/.